



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-33

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Garnishments and Off Cycle Processing

If an employee has an active federal tax levy or a creditor judgment being processed in the current period, the Employee Administrator must contact the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit prior to processing an off cycle payment. To identify an active federal tax levy or creditor judgment in ISIS HR:

- ♣ Review the employee's List Garnishment Document screen following instructions in State of LA Help "Display Garnishment".
- ♣ Determine if the **Cat** field displays a value of "F" or if the **Pty** field displays a value of 499 and a date value equal to the current period on the List Garnishment Document screen.

Failure to notify OSUP of this situation prior to off cycle processing may result in an incorrect amount being withheld for the garnishment and the employee receiving a significantly lower net on his payroll payment. OSUP will review the employee's records to determine the appropriate actions necessary prior to producing the off cycle payment. OSUP cannot refund garnishment withholdings to the employee once the payment process has been completed.

If you should have any questions concerning this matter, please contact a member of the OSUP Garnishment Administration Unit at (225) 342-5332.

JWC:LAO